**HR Generalist | Human Resource Analyst | Recruitment Specialist**

**Bank street near Bur Dubai ~**

A confident, energetic, diligent and forward-looking Financial/Management specialist with a broad base of expertise in financial and management accounting, Accounts Payables, Recruitments and Operation Management experience in Telecom Sector & banking side, keen to broaden skill experience & teamwork with a better approach for utilizing my experiences & skills with your esteemed organization. Having experience in Human Resource functions deeply & implementation of ERP HRMS throughout company .Recruitment specialist in Customer Side.

Excellent leader with a track record of documented contribution leading to financial performance, heightened productivity, and enhanced internal controls.

### core strenghts & skills

|  |  |  |
| --- | --- | --- |
| * Problem Solving | * ERP Modeling | * Corporate Finance |
| * Reward Management * Financial Payable | * Payroll Analysts * Negotiation Skills | * Interpersonal Communication |
| * Compensation Benefits * Report Writing | * Recruitment * Oracle Financial Modules | * Compliance Management * Conflict Management |

### EMPLOYMENT EXPERIeNCE

**Marketing/HR Specialist – United Investment Group, UAE-01/2016 – Present.**

* Marketing job is to work closely with other stakeholders like as advertising, market research, production, sales and distribution staff for the implementation of new strategy.
* Analyzing and investigating price, demand and competition.
* Advising and presenting ideas and strategies in front of Management.
* Promotional activities, Social Media updates, Face Book campaign, Twitter, LinkedIn,
* Compiling and distributing financial and statistical information
* Writing reports and use SEO planted,
* Organizing events and product exhibitions as per new brand launching.
* Monitoring Performance and report to management.
* Managing Campaigns on Social media
* Opportunities for Promotion are excellent – normally into senior marketing roles or related employment areas.
* To monitor the competitive activities and prepare the future plans.
* Customer’s retention & sharing the updates with them regarding the new services.

**Human Resource Recruitment Specialist – Pakistan Mobile Communication Ltd /Vimple Com, Pakistan-09/2012 – 011/2015**

* Plans, organizes, and coordinates recruitment activities; meets with individuals, departments and committees to define position, selection criteria, timelines, etc.
* Gives group presentations regarding recruitment guidelines and committee responsibilities related to selection procedures, development of interview questions/skills tests and writing exercises, and equal employment opportunity guidelines.
* Reviews recruitment paperwork for completeness and accuracy such as job announcements, interview questions, record sheets, etc. in coordination with the District Compliance Officer.
* Designs, researches costs and submission requirements for advertisements and places advertisements in local newspapers, publications, on the Internet, etc. to ensure that applicant pools are large and diverse, in coordination with the District Compliance Officer; maintains advertising budget.
* Responds to applicants’ inquiries both orally and in writing.
* Reviews employment files to verify minimum qualifications for position are met.
* Reviews interview questions; offers suggestions to clarify ambiguous inquiries.
* Coordinates equivalency process and serves as liaison to equivalency committee.
* Compiles, monitors and tracks all recruitment statistics.
* Identifies initial salary placement for classified and management employees and makes job offers.
* Serves as a lead worker for other classified staff in the area.
* Trains and directs the work of student assistants.
* Participates in conferences and events representing the College.
* Maintains and updates department website utilizing web development software, including development of online forms.

**Human Resource Specialist/Operation– Mobilink, 05/2009 – 09/2012**

* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
* Prepares employees for assignments by establishing and conducting orientation and training programs.
* Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
* Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

**Resource Executive Operation/Project – Orient Pvt ltd-05/2008 – 05/2009**

* Develop functional and technical specifications based on business requirements and analysis and design of technical solutions to business problems
* Expertise in Team handling
* Experience in managing big clients & accounts independently
* Creative, proactive and self-directed professional with the ability to interact with all levels of management
* Good technical recruiting with a thorough business management background provides for building solid business partner relationships
* Participate in reviews for requirements, architectures, designs, code and test plans
* Integrate test and implement new HRMS application modules, upgrades and features
* Supplements standard HRMS functionality by developing application extensions that address evolving business needs without compromising the organizations ability to implement product upgrades
* Review, evaluate, analyze and participate in planning for such project
* Quality assurance of the delivery and production movement for the configuration
* Facilitate knowledge sharing among the team
* Responsible for maintenance of all the documents related to functional work by self or the team
* Provide management with on-going recommendations to advancements in HR technology and applications
* Manage and execute HRMS projects across the group
* Assist in implementation and post implementation support including customized developments
* Provide day to day support to users

**Human Resource Executive – Orient Pvt ltd-04/2007– 05/2008**

* Work with the Lead business partner and the nationwide HRBP team to promote the philosophy for making operations smooth for employees.
* Ensure the right talent is acquired, managed & developed in the organization using HR system.
* Conduct & Monitor the employee engagement surveys & its location programmers.
* Identifying the learning gaps & development needs & act as a channel of communication.
* Consolidate HR reviews & KPI in partnership with other HR team
* Monthly processing of employee payroll & maintains of accurate data in HRMS .
* Responsible of employee attendance & record for monthly basis.
* Automation of all records and procedures in company.

### education & credentials

* 2005 – 2007, University of the Punjab, Pakistan, **Master of Public Administration**, **Finance and Human Resource Management, CGPA 3.75/4.0**
* 2003 – 2005, University of Punjab, Pakistan , **Bachelor of Sciences(B.Sc)** Applied Psychology, Social Sciences ,Persian.1st Division**(Gold Melodist)**

### technical skills

* Enterprise Solutions (ERP) Oracle HRMS / Telecommunication MIS modules

Implementation of ERP Oracle (R12)

Implementation of HRMS for performance appraisal.

Sun Financials, Micros, Barron, Materials Control, and Opera modules

* Office Microsoft Office, PowerPoint, Mac OS Office (Pages, Key-note, Numbers)

Advanced Excel skills (Pivot table, V-lookups, and Spreadsheets creations)

* Languages: English (Fluent), Urdu (Fluent)
* Trainings/Certification’s **Gold Medalist in B.Sc(UP)**

**Scholarship holder in (MPA)**

Women Executive Leadership Program**(2015)**

Project Management in MS Word **(2015)**

Advance excel certification **(2014)**

Oracle Payable Module **(2014)**

Cultural Excellence Mobilink**(Navitus-2013)**

Business Communication Skills, Workshop on Team Building **(2011)**

Workshop on calling in Life, Workshop on 360-degree feedback **(2010)**

Certification in Problem Solving & Decision Making **(LUMS-2010)**

Certification in MS Project Management **(OD-2014)**

Certification in Negotiation Skills **(LUMS-2009)**

Oracle Financial Module **(Oracle University- 2008)**

### other information

* Nationality Pakistani
* Marital Status Single

**First Name of Application CV No:** **1666302**

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